

## Miscellaneous Financial Issues

# Memos from Requesting Departments

	Page
<b>Acceptance of Donated Gift Funds Memo Requests</b>	
FC 160 – Public Health	2-3
FC 137 – Animal Services	4-5
FC 180 – Social Services	6
FC 305 – Parks	7
FC 377 – Library	8-11
<b>Discharge of Bad Debt Memo Requests</b>	
FC 405 – Public Works Internal Service Fund	12
FC 180 – Social Services	13-14
FC 160 – Public Health (2 Requests)	15-16
<b>Miscellaneous Memo Requests</b>	
FC 305 – Parks	17
FC 427 – Golf	18
FC 377 – Library (3 requests)	19-22
FC 407 – Fleet Services	23-25



# SAN LUIS OBISPO COUNTY HEALTH AGENCY

---

## *Public Health Department*

*2180 Johnson Avenue  
San Luis Obispo, California 93401  
805-781-5500 • FAX 805-781-5543*

*Jeff Hamm  
Health Agency Director*

*Penny Borenstein, M.D., M.P.H.  
Health Officer*

TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Penny Borenstein, MD., MPH

DATE: September 16, 2014

SUBJECT: FY 2013-14 Injury (Fall) Prevention Donations

### **Recommendation**

It is recommended that the Board accept a donation in the amount of \$1,789.74 from Central Coast Commission for Senior Citizens to assist with costs associated with the development of an Injury (Fall) Prevention program.

### **Discussion**

The Health Promotions Division of Public Health has been working with the Area Agency on Aging (AAA) to develop a much needed fall prevention program for older adults in the community. Beyond the initial grant received from Area Agency on Aging, the Central Coast Commission for Senior Citizens was able to contribute additional donated funds in the amount of \$1789.74 to the Public Health Department to offset the travel costs associated with Matter of Balance training for Public Health staff. The Matter of Balance program is an evidence-based program, which includes eight two-hour sessions. This nationally recognized program was developed at the Royal Center at Boston University. Two Public Health staff attended a 2 day Master Trainer Course in Phoenix, AZ. Public Health staff has now begun offering free classes to low income seniors in the community.

Studies show that between 25-50% of independently living older adults fear falling, often causing them to decrease their physical activity, which can result in physical weakness and a greater risk of falling. During the class, participants learn to:

- View falls as controllable
- Set goals for increasing activity
- Make changes to reduce fall risk at home
- Exercise to increase strength and balance

### **Other Agency Involvement**

Public Health coordinated with the County Administrative Office and Auditor Controller's Office on this item.

### **Financial Consideration**

The requested action is a routine request to approve donations received. The request covers donations received within the fiscal year (FY) 2013-14 in the amount of \$1,789.74.

## **Results**

The Injury Prevention program supported by this donation is a program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or individual setting overseen by a dietitian or individual of comparable expertise.



# SAN LUIS OBISPO COUNTY HEALTH AGENCY



## ANIMAL SERVICES DIVISION

885 Oklahoma Ave • P.O Box 3760 • San Luis Obispo, California 93406  
805-781-4400 • FAX 805-781-1065

Jeff Hamm  
Health Agency Director  
Eric Anderson, DVM  
Animal Services Manager



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Eric Anderson, DVM, Animal Services Manager

DATE: August 10<sup>th</sup>, 2014

SUBJECT: Animal Services-FC137 Gift Fund Trust Accounts-Report

### **Recommendation**

It is recommended that the Board accept cash donations in the amount of \$6,718.85 made to Animal Services gift funds during Q4 FY 2013-14.

### **Discussion**

Donated funds are accumulated in four gift trust accounts when they are received. The four accounts include; 1) donations for Animal Requesting Friends (ARF) which allow Animal Services Division to provide extensive medical care and humane services to sheltered animals which exceed what Animal Services is able to provide within operating budget. Donations assist in making recipient animals more adoptable, improve the quality of their care and keep euthanasia rates low; 2) donations for Humane Education are utilized to provide education to youth during the year; and 3) spay and neuter donations providing additional alterations of adoptable animals; 4) animal adoptions.

### **Other Agency Involvement**

The Animal Services Division has coordinated with the County Administrative Office, County Counsel and the Auditor-Controller to ensure compliance with government code to accept cash donations.

### **Financial Consideration**

Animal Services received donations in the amount of \$6,718.385 during Q4 FY 2013-14. ARF donations were received in the amount of \$5,808.85; spay and neuter donations received \$0; Humane Education donations received \$0; and Animal Adoption donations in the amount of \$910.00 were received during Q4 FY 2013-14.

### **Results**

A total of 98 animals were given needed medical and emergency treatment using ARF

**RECIPIENT**

**DATE**

**Page 2 of 2**

funds during FY 2013-14. Of those animals, 55 were dogs and 43 were cats; which were treated through outside veterinarians for emergency medical care, non-emergency surgeries (amputations, alterations, etc.). During Q4 FY 2013-14 41 animals were given needed medical and emergency treatment using ARF funds. Of those animals, 23 were dogs and 18 were cats.

A total of 151 animals were adopted during FY 2013-14 using the "half-way home" adoption fee. Of those animals, 61 were dogs and 90 were cats; which were adopted through this program. The donated adoption fees are half the actual adoption fee and are donated by volunteers, owners surrendering their animals, and the public in order to promote the adoption of specific animals. During Q4 FY 2013-14 15 animals (8 dogs & 7 cats) were adopted through this program.





# DEPARTMENT OF SOCIAL SERVICES

3433 South Higuera Street, Post Office Box 8119  
San Luis Obispo, California 93403-8119

**TO:** Honorable Board of Supervisors

**FROM:** Leland W. Collins  
Social Services Director

**DATE:** September 16, 2014

**SUBJECT:** Request to approve an appropriation transfer in the amount of \$2,493.11 from the Social Services Gift Trust Fund to the Social Services Administrative budget (Fund Center 180) to meet special needs for children and adults.

## Recommendation

It is recommended that your Board approve an appropriation transfer in the amount of \$2,493.11 from the Social Services Gift Trust Fund to the Social Services Administrative operating budget to purchase special services for children and adults.

## Discussion

Donated funds are accumulated in a gift trust account when they are received. After acceptance by your Board, they are transferred to Fund Center 180, Social Services Administration. The funds are used to help children, adults, and families who have special needs that are not provided for in our regular mandated programs. Examples of items to be purchased using Donated Funds may be, but are not limited to: Special outings or events, educational and recreational camps or activities, club memberships, graduation presents, school events requiring uniforms, swimming, music or dance lessons, medical care not covered by Medi-Cal, family-building activities, and crisis intervention services. All other sources of funding are explored before money from donated funds is utilized and funds are to be used for one-time or short-term duration.

## Other Agency Involvement/Impact

None.

## Financial Considerations

Donations in the amount of \$2,493.11 to be transferred from the gift trust account to Fund Center 180, Social Services Administration.

## Results

- To enhance the quality of personal life for children, adults and families and/or to enhance the quality of services provided by regular mandated programs.
- To improve the well being of our community through services that protects children and adults and focus on personal responsibility.



## Parks

---

Curtis Black, Interim Director

TO: Board of Supervisors

FROM: Curtis Black, Interim Parks Director

DATE: August 15, 2014

RE: Request to accept donations made to Parks during Q4 FY 2013-14 in the amount of \$22,475.25 to be used in Parks Operations.

### **RECOMMENDATION**

It is recommended that the Board accept cash donations in the amount of \$22,747.25 from Park's Gift Trust Fund to the Park's operating budget. This requires a fourth/fifths vote.

### **DISCUSSION**

This transfer allows County Parks to utilize funds contributed by individuals and community organizations in various parts of the County for Free Swim, the Outdoor Discovery Festival, Junior Lifeguards, and a bench donation. Parks funds have been expended on the Outdoor Discovery Festival in addition to providing free recreational swim, free swim lessons and aquatic equipment and support, as requested by the contributory organizations. This transfer will reimburse County Parks', from the gift trust fund, for such monies spent.

### **OTHER AGENCY INVOLVEMENT**

This request has been coordinated with the County Administrative Office and the Auditor Controller's Office.

### **FINANCIAL CONSIDERATIONS**

This is a routine transfer procedure with funds contributed from the various communities. No additional funds are requested. This transfer covers donations received from April 1, 2014 through June 30, 2014.

### **RESULTS**

Accepting \$22,475.25 in gift funds that will allow County Parks to augment services to the public.





# San Luis Obispo City-County Library

P.O. Box 8107, San Luis Obispo, CA 93403-8107

995 Palm Street (805) 781-5991  
Library Administration (805) 781-5784

TO: Board of Supervisors

FROM: Christopher Barnickel – Library Director

DATE: September 16, 2014

SUBJECT: Request to accept cash donations and authorize a budget adjustment in the amount of \$69,579.61 from the Library's gift trust fund to FC 377 – Library operating budget.

## Recommendation

It is recommended that the Board accept cash donations and approve a budget adjustment in the amount of \$69,579.61 from the Library's gift trust fund to the Library operating budget. This requires a four-fifths vote.

## Discussion

This transfer allows the Library to utilize funds contributed by individuals and community organizations in various parts of the County. Library funds have been expended on books, materials and other supplies, as requested by the contributory individuals and organizations. This transfer will reimburse the Library, from the Gift fund, for such monies spent.

## Other Agency Involvement

We have coordinated this request with the County Auditor/Controller Office.

## Financial Considerations

This is a routine transfer procedure with funds contributed from the various communities. No additional funds are requested. This transfer covers April 1 through June 30, 2014 expenditures.

## Results

To accept \$69,579.61 in gift funds that will allow the Library to augment services to the public.

Attachments



San Luis Obispo County Library  
Gift Fund Transfer Report  
Fourth Quarter  
Fiscal Year 2013 - 2014

Vendor	Gift Fund	Payment
Baker & Taylor	Sarah Day Memorial - GDAY	1,177.61
	Sarah Day Memorial G & L - GDAY	279.51
	Atascadero - Book Fund - OA3	5,980.81
	Cambria Branch Fund - OC	747.68
	Cambria Friends - OC2	868.75
	Morro Bay - AAUW - OM1	318.54
	Morro Bay Large Print Book Fund - OM24	488.35
	SLO - Friends - Adult - OO9C	2,751.62
	SLO - Miossi Trust - OO9-G (2014)	741.97
	SLO - Friends - Ref - OO12	1,878.75
	SLO - Friends - Juvy - OO14	2,316.81
	Santa Margarita Friends - OR4	649.58
	So Co Friends - OS6	2,723.00
	So Co - Roy W. Burke Fund - OS30	1,628.89
	Creston Branch Fund - OT	104.58
	South Bay Library - Glikbarg - OY5	33.20
Baker & Taylor Ent	Atascadero - Book Fund - OA3	463.54
	SLO - Friends - AV - OO9B	4,963.01
Information Today	SLO - Friends - Ref - OO12	404.00
Upstart	SLO - Friends - Reference - OO12	141.76
Gale Group	Sarah Day Memorial - GDAY	400.67
	Morro Bay - Branch Fund - OM	250.51
	SLO - Friends - Reference - OO12	469.00
Black Gold	SLO - Gifts Fund - Gifts	1,350.00
	Atascadero Branch Fund - OA	1,000.00
	SLO - Libraries Foundation - OF	10,000.00
	Morro Bay - Branch Fund - OM	750.00
	SLO - Friends - AV - OO9B	1,000.00
	Santa Margarita Branch - OR	500.00
Audio Editions	Cambria Friends - OC2	17.24
	Nipomo - Rich Hart- ON15	79.40
Amazon.com	SLO - Friends - AV - OO9B	240.38
	SLO - Friends - Adult - OO9C	153.58
	SLO - Friends - Reference - OO12	184.14

Demco	Atascadero Friends - OA1	68.83
Vendor	Gift Fund	Payment
Smart & Final	SLO - Friends - AV - OO9B	8.39
	Morro Bay - Branch Fund - OM	33.78
	SLO - Friends - AV - OO9B	12.38
Atascadero High School	Atascadero - Friends - OA1	80.00
Morro Bay High School	Morro Bay - Friends - OM4	80.00
SLO High School	SLO - Friends - Adult - OO9C	85.00
Arroyo Grande High School	So Co Friends - OS6	80.00
Office Depot	Nipomo Branch Fund - ON	84.54
	SLO Branch Fund - Various - OO8	60.37
	SLO - Friends - Adult - OO9C	157.67
Barnes & Noble	SLO - Friends - Reference - OO12	30.00
Scholastic Publ.	Library Summer Reading - OF1	1,131.84
3Branch Prod.	SLO - Miossi Trust - OO9-F (2013)	319.20
	SLO - Miossi Trust - OO9-G (2014)	3,990.00
SRP - Performers OF2	Tom Knight Puppets	1,500.00
	Irene Flores	400.00
	Debra Lays	360.00
	Karen Garman	500.00
	Shawn McMaster	750.00
	Karen Poland	500.00
	Dean Giles CCP	625.00
	SLO Buddhist Church	500.00
	Aleksandra Wydza CRR	375.00
	Valarie Johnson CCP	425.00
	John Weaver	175.00
	John Beccia	150.00
	Julie Fallon	360.00
	Super Show Stoppers	825.00
	Melinda Alvarado	400.00
	SheriLynn E. Klein	225.00
Walmart	SLO - Friends - AV - OO9B	1,048.43
	SLO - Friends - AV - OO9B	56.74



Mergent, Inc	SLO - Friends - Reference - OO12	282.96
Vendor	Gift Fund	Payment
Burgeon Group	SLO - Miossi Trust - OO9-F (2013)	199.22
	SLO - Miossi Trust - OO9-G (2014)	4,126.19
Yamada Ent.	SLO - Friends - AV - OO9B	1,578.88
New Egg	SLO - Gifts Fund - Gifts	901.84
POS World	SLO - Gifts Fund - Gifts	283.80
KCBX-Net	SLO - Friends - Adult - OO9C	300.00
Woodstock's Pizza	SLO - Friends - Juvy - OO14	103.66
Sheriff - Honor Farm	SLO City Friends - OO9A	252.92
Trader Joe's	Morro Bay - Branch Fund - OM	30.03
Costco	Morro Bay - Branch Fund - OM	111.76
Bay Theatre	Morro Bay - Branch Fund - OM	16.00
Shop Smart	South Bay Branch Fund - OY	22.95
Albertson's	SLO - Friends - AV - OO9B	40.35
Cayucos Library	Cayucos - Staff Hours - OU4	875.00
	<b>Total 4th Quarter Transfer</b>	<b>\$ 69,579.61</b>





# SAN LUIS OBISPO COUNTY DEPARTMENT OF PUBLIC WORKS

Paavo Ogren, Director

County Government Center, Room 206 • San Luis Obispo, CA 93408 • (805) 781-5252

Fax (805) 781-1229

email address: [pwd@co.slo.ca.us](mailto:pwd@co.slo.ca.us)

August 15, 2014

**TO:** Dan Buckshi, County Administrator

**FROM:** Will Clemens, Department Administrator *WC*

**VIA:** Mark Hutchinson, Deputy Director of Public Works *MH*

**SUBJECT:** FY 13-14 Fourth Quarter Report - Request for Relief from Accountability

## Summary

The Public Works Department requests relief from accountability for charges billed to a customer (account number 405R979032) that have been determined as non-collectible. This action will remove a non-collectible balance from the Public Works Internal Service Fund (ISF) totaling \$2,055.00.

## Discussion

We are asking for relief from accountability in the amount of \$2,055.00. This debt is from work performed for a customer by the Public Works water quality lab in July and August 2006. Shortly thereafter, the customer filed for bankruptcy protection. We have determined that we will not be able to collect this debt from the customer and want it removed from the ISF accounts receivable.

## Other Agency Involvement

The Administrative office presents this item for approval to the Board of Supervisors and the Auditor-Controller's office processes the journal entry to adjust the accounts receivable balance in the ISF.

## Financial Considerations

This non-collectible account has a relatively insignificant impact on the fund involved.

## Desired Results

Removal of this non-collectible account from accounts receivable will increase efficiency for accounting processes.

File: CF 30.40.01 Internal Service Fund



## ***DEPARTMENT OF SOCIAL SERVICES***

*3433 South Higuera Street, Post Office Box 8119  
San Luis Obispo, California 93403-8119*

---

**TO: Board of Supervisors**

**FROM: Leland W. Collins, Social Services Director**

**DATE: September 16, 2014**

**SUBJECT: Request for Relief from Accountability**

### **Recommendation**

It is recommended that your Board approve a Request for Relief from Accountability in the amount of \$23,346.99 for the current quarter.

### **Discussion**

State Fiscal Manual Section 25-480 and Government Code Section 25257 require the Department of Social Services to obtain Board approval for discharge of accountability for debts owed as the result of the overpayment of public assistance benefits. Since Welfare and Institutions code 10850 requires that the names of individuals be held confidential, the Department is providing a summary by program of these debts.

Rules and regulations governing aid payments are complex, change frequently and mandate that certain overpayments cannot be billed. The State Manual of Policies and Procedures for Eligibility and Assistance Standards (MPP EAS) Regulation 44-350.161[b] and 44-352.3 state that no further collection efforts shall be made if the county determines that the cost to collect the overpayment exceeds the amount to be recovered, if the debtor dies, if the debtor is unable to locate or if the debtor undergoes Bankruptcy.

The current Relief of Accountability covers the April through June 2014 quarter case cleanup. The Department has pursued all available means of collection including (if applicable) monthly billing, repayment agreements, benefit reductions and tax intercept. After a lengthy timeframe of collection attempts, these amounts were determined as appropriate to be written off.

### **Other Agency Involvement**

None.



### **Financial Considerations**

This request for relief is for a combination of CALWORKS, Food Stamps and General Assistance debts. The total amount from which the Department is requesting relief is \$23,346.99 for 85 total debts.

Of these 85 debts we have identified:

CALWORKS – 16 debts totaling \$3,871.00 with a County share of cost of \$96.78

Food Stamps – 40 debts totaling \$3,946.74. There is no County share of cost for Food Stamps.

General Assistance – 29 debts totaling \$15,529.25. General Assistance is 100% County funded.

### **Results**

By relieving the Department of the requested \$23,346.99, collection staff will be released from the task of reviewing and maintaining records of debts that are no longer collectable for the aforementioned reasons.





# SAN LUIS OBISPO COUNTY HEALTH AGENCY

---

## *Public Health Department*

2191 Johnson Avenue  
San Luis Obispo, California 93401  
805-781-5500 • FAX 805-781-5543

Jeff Hamm  
Health Agency Director

Penny Borenstein, M.D., M.P.H.  
Health Officer

TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Penny Borenstein, M.D., Health Officer

DATE: August 15, 2014

SUBJECT: Relief of Accountability 4th Quarter Fiscal Year 2013-14

### Recommendation

The Health Agency requests "Relief from Accountability" for Public Health's Environmental Health Services accounts that have been determined non-collectable. The service dates for these accounts cover a two (2) year range from FY 2012-13 through 3rd Quarter FY 2013-14. The types of services provided range from inspections of businesses regulated by Environmental Health to clean up of waste on properties throughout San Luis Obispo County. The accounts are deemed non-collectable since there has been no activity on the accounts for over 12 months. Efforts to collect on these accounts have been made by Public Health staff. This action will remove non-collectable client balances totaling \$15,815.

### Discussion

This request will allow the Department to remove non-collectable account balances for the following types of situations:

- A client's account is determined to be non-collectable, when a bill is returned with no forwarding address, and when the client has not returned for services. Please see the detailed listing attached.
- A client's account is determined to be non-collectable, when there has been no activity on the account for one year, and when every effort has been made to secure payment. In this case, the Department has worked with a local collection agency to follow-up on these accounts. A detailed listing of the dollar amounts deemed non-collectable and requested to be written-off is attached.

### Other Agency Involvement/Impact

Public Health has coordinated their efforts with the County Administrative Office and the County Auditor's Office, and they both concur with this request.

### Financial Considerations

This action will reduce Environmental Health's Accounts Receivable by \$15,815. The removal of these accounts will have no impact on current budget appropriations.

### Results

Removal of these non-collectable records from Environmental Health's active Accounts Receivable will increase efficiency for accounting processes by eliminating from the system those postings that have been deemed non-collectable.

# SAN LUIS OBISPO COUNTY HEALTH AGENCY

---



## *Public Health Department*

*2180 Johnson Avenue  
San Luis Obispo, California 93401  
805-781-5500 • FAX 805-781-5543*

*Jeff Hamm  
Health Agency Director*

*Penny Borenstein, M.D., M.P.H.  
Health Officer*

TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Penny Borenstein, M.D., Health Officer

DATE: August 15, 2014

SUBJECT: Relief of Accountability 4th Quarter Fiscal Year 2013-14

### Recommendation

The Health Agency requests "Relief from Accountability" for Public Health – Public Health Laboratory accounts that have been determined to be non-collectable. The service dates for these accounts are represent calendar year 2012 and the first six months of calendar year 2013. The accounts are deemed non-collectable since there has been no activity on the accounts for over 12 months. Efforts to collect on these accounts have been made by both Public Health staff and a contracted collection agency. The collection agency will continue to pursue payment from the delinquent Laboratory customers included in the attached report. This action will remove non-collectable client balances totaling \$20,740.

### Discussion

This request will allow the Department to remove non-collectable account balances for the following types of situations:

- A client's account is determined to be non-collectable, when a bill is returned with no forwarding address, and when the client has not returned for services. Please see the detailed listing attached.
- A client's account is determined to be non-collectable, when there has been no activity on the account for one year, and when every effort has been made to secure payment. In this case, the Department has worked with a local collection agency to follow-up on these accounts. A detailed listing of the dollar amounts deemed non-collectable and requested to be written-off is attached.

### Other Agency Involvement/Impact

Public Health has coordinated their efforts with the County Administrative Office and the County Auditor's Office, and they both concur with this request.

### Financial Considerations

This action will reduce the Laboratory's Accounts Receivable by \$20,740. The removal of these accounts will have no impact on current budget appropriations.

### Results

Removal of these non-collectable records from the Laboratory's active Accounts Receivable will increase efficiency for accounting processes by eliminating from the system those postings that have been deemed non-collectable.





County of San Luis Obispo County

## Parks

---

Curtis Black Interim Director

TO: Board of Supervisors

FROM: Curtis Black, Interim Parks Director

DATE: August 15, 2014

RE: Request an appropriation in the amount of \$8,103 related to the Anti-Litter program received and used in Parks Operations.

### **RECOMMENDATION**

It is recommended that the Board approve the Budget Adjustment in the amount of \$8,103 using Litter Clean Up funds and increasing the appropriation in Fund Center 305 – Parks for the purchase of litter control supplies.

### **DISCUSSION**

This allows County Parks to be reimbursed for litter removal expenditures from the Litter Cleanup Fund.

### **OTHER AGENCY INVOLVEMENT**

This request has been coordinated with the County Administrative Office and the Auditor Controller's Office.

### **FINANCIAL CONSIDERATIONS**

This budget adjustment allows Parks to be reimbursed for anti-litter expenditures.

### **RESULTS**

Approving the appropriation of \$8,103 for anti-litter removal expenditures and reimbursements will allow County Parks to augment services to the public.





County of San Luis Obispo County

## Parks

---

Curtis Black, Interim Director

TO: Board of Supervisors

FROM: Curtis Black, Interim Parks Director

DATE: August 15, 2014

RE: Request an appropriation in the amount of \$4,770 related to the Anti-Litter program received and used in Golf Operations.

### **RECOMMENDATION**

It is recommended that the Board approve the Budget Adjustment in the amount of \$4,770 using Litter Clean Up funds and increasing the appropriation in Fund Center 427 – County Golf for the purchase of litter control supplies.

### **DISCUSSION**

This allows County Golf to be reimbursed for litter removal expenditures from the Litter Cleanup Fund.

### **OTHER AGENCY INVOLVEMENT**

This request has been coordinated with the County Administrative Office and the Auditor Controller's Office.

### **FINANCIAL CONSIDERATIONS**

This budget adjustment allows Golf to be reimbursed for anti-litter expenditures.

### **RESULTS**

Approving the appropriation of \$4,770 for anti-litter removal expenditures and reimbursements will allow County Golf to augment services to the public.




# San Luis Obispo City-County Library

P.O. Box 8107, San Luis Obispo, CA 93403-8107

995 Palm Street (805) 781-5991  
Library Administration (805) 781-5784

TO: Board of Supervisors

FROM: Christopher Barnickel - Library Director 

DATE: September 16, 2014

SUBJECT: Request to approve a budget adjustment transferring \$35,000 from the Library's Facilities Planning Reserves to the Morro Bay Library Building Renovation Project to help fund a portion of the project.

## Recommendation

It is recommended that the Board approve a budget adjustment in the amount of \$35,000 from the Library's Facilities Planning Reserves to the Morro Bay Library Building Renovation Project. This requires a four-fifths vote.

## Discussion

On June 17, 2014, your Board approved a Memorandum of Understanding between the County of San Luis Obispo and the Morro Bay Friends of the Library regarding the renovation of the existing Morro Bay Library at 625 Harbor Street in Morro Bay. This \$35,000 Library's Facilities Planning Reserves funding is included in the MOU. The estimated cost of the project is \$743,725 with \$561,686 being contributed by the Morro Bay Friends of the Library. Additional project funding is \$67,039 in ADA-related updates, an \$80,000 Community Development Block Grant and the \$35,000 in Library Reserves.

## Other Agency Involvement

The Friends of the Morro Bay Library are supportive of this action.

## Financial Considerations

This acceptance and budget adjustment will increase the Morro Bay Library Renovation Project by \$35,000.

## Results

This budget transfer contributes to the total project costs. The renovation Morro Bay Library project will provide the community with an improved library and enhanced services.





# San Luis Obispo City-County Library

P.O. Box 8107, San Luis Obispo, CA 93403-8107

995 Palm Street (805) 781-5991  
Library Administration (805) 781-5784

TO: Board of Supervisors

FROM: Christopher Barnickel – Library Director

DATE: September 16, 2014

SUBJECT: Request to authorize a budget adjustment in the amount of \$17,168.10 from the Library's Atascadero Building Expansion Reserve to FC 377 – Library operating budget to reimburse the Library for moving and equipment purchases made for the new Atascadero Library.

## Recommendation

It is recommended that the Board approve a budget adjustment in the amount of \$17,168.10 from the Library's Atascadero Building Expansion Reserve to the Library operating budget. This requires a four-fifths vote.

## Discussion

The new Atascadero Library building located at 6555 Capistrano, Atascadero, opened June 7, 2014. Various moving and equipment related costs totaling \$17,168.10 have been incurred. These costs are directly associated to the new Atascadero Library building and have been paid from the Library's operating budget. It is appropriate that the Library's operating budget to be reimbursed for these expenses from the Library's Atascadero Building Expansion Reserve.

## Other Agency Involvement / Impact

This request has been coordinated with the County Auditor/Controller Office.

## Financial Considerations

This transfer will make available \$17,168.10 for the Library's operating budget.

## Results

To accept \$17,168.10 in Library Reserve funds that will allow the Library to augment services to the public.






# San Luis Obispo City-County Library

P.O. Box 8107, San Luis Obispo, CA 93403-8107

995 Palm Street (805) 781-5991  
Library Administration (805) 781-5784

TO: Board of Supervisors

FROM: Christopher Barnickel – Library Director 

DATE: September 16, 2014

SUBJECT: Request to authorize an increase in the amount of \$379,772 to the Library's Facilities Planning Reserve, using Cambria Library Building project construction savings, for funds previously advanced to the project on behalf of the Cambria Friends of the Library.

## Recommendation

It is recommended that the Board approve an increase in the amount of \$379,772 to the Library's Facility Planning Reserve, using Cambria Library Building project construction savings, for funds previously advanced to the project on behalf of the Cambria Friends of the Library. This requires a four-fifths vote.

## Discussion

On October 27, 2009, your Board approved the purchase of the new library building at 1043 Main Street, in Cambria. As part of that purchase, an advance was made from the Library's Facilities Planning Reserve for \$631,784. The outstanding balance of this advance is now \$451,784 due to a previously applied \$180,000 contribution made from the Cambria Friends of the Library. The Cambria Building Project has a cost of \$3,571,466, which at this point in time, the County has contributed \$2,800,000 and the Cambria Friends have contributed \$1,402,000. The project has been completed under budget with \$379,772 savings. This Project was funded with the agreement to split capital costs 50/50 evenly with the community. The Friends of the Cambria Library paid a portion, noted above, and the County paid the remaining balance. It is therefore appropriate to payback the Library's Facilities Planning Reserve with the savings from the completed Project. Additional funds should be made available to pay back the County through the sales of the Main Street and Cornwall properties as mentioned in the agreement (MOU) between the parties.

## Other Agency Involvement / Impact

This request has been coordinated with the County Auditor/Controller Office.

### **Financial Considerations**

This transfer will make available \$379,772 to reduce the advance made from the Library's Facilities Planning Reserve.

### **Results**

This action will substantially reduce the Library's Facilities Planning Reserves advance made to purchase Cambria new Library Building.





County of San Luis Obispo County  
**General Services**

---

Machelle Vieux, Interim Director

**TO: Board of Supervisors**

**FROM: Machelle Vieux, Interim General Services Director**

**DATE: August 15, 2014**

**SUBJECT: Request to declare twenty-seven (27) vehicles surplus and authorize disposal**

**RECOMMENDATION**

It is recommended that your Board:

- Declare the attached list of Twenty-seven (27) vehicles as surplus,
- Authorize removal from the County fleet, and
- Authorize their sale to recover salvage value in accordance with County Code Section 2.36.030 (5).

**DISCUSSION**

The General Services Director acts as the Purchasing Agent and is charged with the responsibility to handle and dispose of surplus property. Your Board is routinely requested to declare items surplus for their disposal and recovery of salvage value. The resale of county vehicles is authorized by County Code Section 2.36.030 (5). This code provides the authority to sell, salvage, destroy or otherwise dispose of any personal property belonging to the county and found by the Board of Supervisors not to be required for public use.

Fleet Services has reviewed each of the twenty-seven (27) vehicles listed on the attached table and recommend that they be declared surplus. It is important that this equipment be re-marketed in an expeditious manner in order to optimize the resale value.

The sale of surplus vehicles represents revenue to the County. The vehicle sale proceeds are allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles.

**OTHER AGENCY INVOLVEMENT/IMPACT**

All departments participate in utilizing the fleet in some form. Departments and Fleet Services coordinate the regular replacement and disposal of vehicles as part of ongoing Fleet Services operations.

## **FINANCIAL CONSIDERATIONS**

The sale of surplus vehicles represents revenue to the County, which is allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles. An estimate of the revenue that is generated by the sale of these vehicles is not known at this time since revenue realized is subject to variability associated with market conditions.

## **RESULTS**

Periodic disposal of County surplus generates revenue and frees up limited storage space. Staff utilizes the most practical and efficient methods of disposal, thereby enhancing the County's surplus operations and contributing to a well governed community.



**Attachment A**  
**County of San Luis Obispo**  
**Surplus Equipment List**

EQ #	Year	Make	Model	Vin/Serial	Department
00063	2001	Ford	Crown Vic	2FAFP71W71X169944	Sheriff
00281	2001	GMC	Safari	1GKDM19W61B511211	Mental Health
00443	2002	Ford	Ranger	1FTYR10E02PA78170	AG Commissioner
00979	1993	Ford	Ranger	1FTCR10X3PUB99084	Golf
01442	2003	Ford	Ranger Ext	1FTYR14V13PA32052	AG Commissioner
01457	2003	Ford	Ranger	1FTYR10E93PA46545	AG Commissioner
01504	2003	Ford	Focus	1FAFP33Z03W292192	Social Services
01588	2005	Ford	F450	1FDXF46P65EC37767	Fleet Services
01601	2005	Ford	Ranger Ext	1FTYR14E75PA57184	Planning
01663	2005	Chevrolet	Cavalier	1G1JC52F457164062	Drug and Alcohol
01682	2005	Ford	Taurus	1FAFP53U55A254571	Mental Health
01683	2005	Ford	Taurus	1FAFP53U45A303632	Mental Health
01702	2007	Chevrolet	Malibu	1G1ZT58F37F254824	Sheriff
01735	2006	Ford	Taurus	1FAFP53U66A203386	Mental Health
01744	2006	Ford	Focus	1FAFP34N16W225309	Social Services
01791	2011	GMC	C1500	1GTR1UEA9BZ200094	Sheriff
01821	2011	Chevrolet	Caprice	6G1MK5T29BL536223	DA
01928	2007	Chevrolet	Malibu	1G1ZS58F67F249927	Sheriff
01939	2007	Ford	Escape	1FMCU02Z47KB87072	Planning
01971	2008	Ford	Ranger Ext	1FTYR14E28PA37946	Parks-Grounds
01983	2010	Ford	F 150	1FTMF1CW9AKB35618	Parks-Grounds
01991	2010	Ford	Fusion	3FAHPOHG4AR259209	Sheriff
01998	2010	Ford	Escape	1FMCU0C76AKC04989	Planning
02009	2010	Ford	Fusion	3FAHPOHG4AR284949	Mental Health
02033	2010	Ford	Fusion	3FAHPOHG2AR259208	Sheriff
02034	2010	Ford	Fusion	3FAHPOHG3AR259203	Sheriff
TR862	1992	Utility	Trailer	1J9US1217NH090039	Parks